

REPORTS INVENTORY

CONTROL NO.

OL/SD/ ☐ MFB No. 6
STAT

PREPARE IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120071-6

1. TITLE OF REPORT (If a fill-in report include Form No.)

Packing & Crating Daily Status Report

2. TYPE OF REPORT
☒ STATISTICAL
☒ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
☒ PERSONNEL
☐ LOGISTICS
☐ MEDICAL
☐ TRAINING
☐ SECURITY
☐ FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Daily

6. DISTRIBUTION (No. of components not number of copies)

1

STAT

7. FORMAT (memorandum, form, computer print-out, etc)

Ditto Copy

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

N/A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief of

10. PREPARING COMPONENT (include lowest level contributing information to report)

Packing & Crating Section

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X HOURS PER REPORT	= COST PER REPORT	X TIMES PREPARED	= COST PER YEAR
GS-6	\$4.09	Half Hour	\$2.05	252	\$516.60
GS-11	\$5.91	1/12 Hour	\$0.95 49.	252	\$243.48
					Total Cost Per Year

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

1260.00 640.08

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

(SEE ATTACHMENT A)

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS
☐ CHANGE
☐ DISCONTINUE
☐ OTHER (explain)

MAN-HOURS

DOLLARS

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16. DATE OF INVENTORY

17. N

INFORMATION

18. EXTENSION

28 Sept. 1970 Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120071-6

FORM 112

Classification

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